



MILITARY DRUG TESTING PROGRAM

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This publication supplements AFI 44-120, 1 July 2000. It provides operational guidance for the Francis E. Warren Air Force Base Drug Testing Program (DTP); outlines and assigns procedures, responsibilities, and duties for implementation and control of the DTP at the 90th Space Wing and defines who will be trusted agents for the DTP. All Air Force members that are designated as trusted agents will be thoroughly familiar with this supplement and held accountable for knowing the relevant portions. All active duty military members assigned to Francis E. Warren Air Force Base are responsible for participating in this program and have a duty to abide by the rules and procedures mandated under AFI 44-120 and this supplement. Failure to perform the duties imposed may constitute a violation of Article 92, Uniform Code of Military Justice (UCMJ). This supplement applies to all personnel assigned to the 90th Space Wing and subordinate units, and personnel assigned or attached to, or supported by Francis E. Warren AFB including 20th Air Force Headquarters.

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SUMMARY OF REVISIONS

This publication supersedes 90 SWI 44-1, 11 June 1999. It is changed in its entirety and must be completely reviewed. Adds **Attachment 1**, Gate Sweep Procedures.

2.1. All military personnel assigned or attached to Francis E. Warren Air Force Base, including associate units and Individual Mobilization Augmentees (IMAs), will be subject to urinalysis drug testing on a random basis. There will be no blanket exemptions.

4.7.1.2. The 90th Space Wing Commander has delegated authority to the 90th Mission Support Group Commander to initiate gate sweep testing.

4.7.1.4.10. After normal duty hours, the on-call laboratory technician will collect the specimen, but may not qualify as an observer. The Cross Functional Oversight Committee will establish a procedure in which suspect's unit may be contacted to provide an observer should the law enforcement member or laboratory technician be unable to perform the duty.

4.7.4.6. Upon directive from proper authority, the DTP will conduct inspection testing to include unit and gate sweep testing. The DDRPM in coordination with the commander or first sergeant will schedule a date/time for unit/gate sweep testing.

4.7.4.10. Negative results will be kept on file until the appropriate disposition date and will be available upon request with proper identification from OSI, the commander, or first sergeant of the individual concerned.

4.7.4.15. (Added) The training curriculum for specimen collectors will cover procedures to ensure receipt of documents authorizing specimen collection. If a specimen is being collected pursuant to the member's consent, a consent form for search and seizure (AF Form 1364, Consent for Search and Seizure) must be accomplished and provided to the specimen collector before the specimen is collected. If a specimen is being collected pursuant to probable cause, the collector will ascertain the installation magistrate has authorized probable cause testing before a specimen is collected. The DDRPM will ensure an AF Form 1176, Authority to Search and Seize, is received and maintained on file, though the AF Form 1176 need not be presented prior to collecting the specimen. The collector must get a medical consult completed by a medical provider in an "incident to medical care" situation before conducting a chain of custody collection. Ensure 90 SW/JA has been consulted before collecting a specimen pursuant to consent, probable cause, or incident to medical care.

4.7.5.1. The DTPAM will provide an observer detail roster to the first sergeants. The detail roster will state the date and time the unit must provide observers.

4.7.5.2.2. (Added) The DTPAM will "roll over" members verified as unavailable for drug testing. The DTPAM will annotate the date the unit projected the member to be available for testing. Rolled over members will report for specimen collection as soon as possible after the expiration of their approval basis for testing unavailability.

4.7.5.2.3. (Added) After the commander has coordinated a request for sweep testing (gate or unit) through the Staff Judge Advocate, the DTPAM, in coordination with the DDRPM, will conduct the testing. The DTPAM, in coordination with the DDRPM, is responsible for providing supplies; arranging for the unit/gate sweep testing facility; and if necessary, additional collection personnel.

4.7.6.1.1. (Added) Subject to the requirements of the Uniform Code of Military Justice, a commander can order unit sweep testing at any time. When a gate sweep is ordered, the 90th Mission Support Group Commander will coordinate involvement of other organizations as appropriate, i.e. Security Forces. When possible, the DDRPM should be given at least 48 hours to arrange for the testing. However, failure to provide 48 hours notice will not render the sweep testing invalid. Reference [Attachment 1](#) for Gate Sweep procedures.

4.7.6.2.1. (Added) The unit sweep is intended for all designated personnel available for duty to submit a specimen within 2 hours of notification. A sweep should be accomplished within a 1-day time frame.

4.7.6.3. Individuals who cannot provide a specimen because of mission requirements, field dispatches, TDY, leave, or crew rest will NOT be notified of selection but will provide a specimen upon completion of those duties.

4.7.6.7. The commander must ensure observers are detailed as scheduled. Observers will report to the drug testing site 20 minutes prior to the drug testing start time. When a unit sweep test is ordered the commander is responsible for providing the appropriate gender observers and directing personnel for testing. Observers must be obtained from outside the select group.

4.7.8.2. Upon notification, the member selected for random urinalysis must report as soon a practical, but no later than 2 hours to a designated testing site to provide the sample. There is no requirement to report in uniform if the member is off-duty.

4.7.9.1. Squadron commanders will designate, in writing, no less than two “trusted agents.” The first sergeant will be a designated trusted agent. The commander is responsible to monitor the trusted agents and ensure individuals selected for urinalysis testing are contacted. The commander has the responsibility to verify the status of personnel who fail to test on the required test date (i.e., field dispatches, crew rest, leave, TDY, or PCS) and ensure the information is reported to the DTPAM.

4.7.9.1.2. Members unavailable for testing on the assigned test date will not be notified of their selection.

4.7.9.1.3. When an individual is not notified due to unavailability, the trusted agent will annotate the date the individual is available for drug testing. The trusted agent will ensure the commander’s unit notification roster is returned to the DTPAM by the close of business with annotations as to the time an individual was notified or the reason why the individual was not notified.

5.3.13. A urine sample may be recollected by the DTPAM after consultation with the Demand Reduction Program Manager (DRPM) and the Staff Judge Advocate (90 SW/JA), if specimen integrity is in question.

5.6. After 1630 hours on week days and at any time on weekends, the Law Enforcement Desk, the individual’s first sergeant, or commander will notify the on-call laboratory technician. The laboratory technician reports for duty and collects the urine in the laboratory section.

20.4. A member should be given reasonable time to provide a urine specimen. A reasonable onset of time after reporting to the collection site is four hours for successful specimen collection.

Attachment 1

GATE SWEEP PROCEDURES

A1.1. The Drug Demand Reduction Program Manager (DDRPM) or the Drug Testing Program Administrative Manager (DTPAM) will notify the legal office of the intended sweep as directed by the 90 SW/CC and report the number of individuals to be tested. After the legal office approves the sweep the DTPAM has authorization to set up the gate sweep. DTPAM's must be authorized to proceed with the gate sweep no later than 1500 hrs the duty day prior to conducting the sweep so that they can coordinate with the observers. (Reference AFI 44-120 Supplement 1, paragraph **4.7.6.1.1. (Added)**)

A1.2. The DTPAM's will generate log-sheets, maps, and the letters to be issued to the examinees at the gate. (Reference AFI 44-120 Supplement 1, paragraph **4.7.6.1.1. (Added)**)

A1.3. A detailed unit commander will give each military member a letter signed by the 90 SW/CC ordering him or her to report for testing at a designated location within a specified period of time. Failure to comply will constitute failure to obey a lawful order. The member notified for testing will verify the time by his or her initials and sign in on a log-sheet. During the sweep notification period, every military member, including active duty and reserve personnel from all services, in a vehicle, including without limitation cars, trucks, vans, buses, motorcycles and bicycles, entering through the applicable gate shall be given the order to report for testing. The gate sweep will continue until the number of military members ordered to submit for testing equals the number directed by 90 SW/CC. (Reference AFI 44-120 Supplement 1, paragraph **4.7.6.1.1. (Added)**)

A1.4. The log-sheet identified above will be returned to Drug Testing Office upon completion of the gate sweep notification period so the time between when examinees were notified and when they reported can be verified. (Reference AFI 44-120 Supplement 1, paragraph **4.7.6.1.1. (Added)**)

EVAN J. HOAPILI, Colonel, USAF
Commander, 90th Space Wing